



Dormansland Parish Council

Tel: 07395 323456

Email: parishclerk@dormansland.org.uk

Website: www.dormansland.org.uk

Minutes of the 286th meeting of Dormansland Parish Council held at 6.30pm on Wednesday 3rd December 2025 at Dormansland Baptist Church Hall

Present: Cllr Cheryl Roux (Chair for Meeting), Cllr David Bright, Cllr Keith Coleman, Cllr Liz Lockwood, Cllr Richard Dandy, Cllr Hilary Taylor

In Attendance:

District Cllr Nicola O'Riordan, District Cllr Sir Nicholas White

3 members of the public in attendance.

MINUTES

The meeting was recorded in order to ensure accurate minute taking. The recording will be deleted once the minutes have been approved.

1. Cllr Hilary Taylor resigned as Chair. **Accepted.**
- 1.1 Cllr Cheryl Roux was elected to be Chair for the 286th Meeting of Dormansland Parish Council. (Chair position will be in rotation of each Cllr in turn)
2. Apologies for absence were received from County and District Cllr Lesley Steeds.
3. No declarations of interest were declared.
4. Minutes of the Full Council Meeting 5th November 2025 were agreed as accurate and signed by the meeting Chair.

Chair suspended Meeting for Public Session and re-opened the meeting.
5. **Reports**
Clerk's Report
 - 5.1 **Correspondence**

Three items of mail have been received in the PO Box.

 - O2 bill
 - Outdoor play equipment brochure
 - Christmas card from Surrey CC Fostering Service

Emails (not forwarded)

 - Sales circulars for play equipment, fencing suppliers, finance software, website development including footfall enhancers and removing poor reviews, defibrillator supplies and roller banners

- Confirmation that the cost of 2 pages for the Village Voice would be £640 rather than the £500 requested for our 1-2 page submissions
- Email from Information Commissioners Office – fee for next year £47 to be taken in January (last year £35)

Communications from residents – not forwarded

- A request from Lingfield College for details of our Fairtrade contact.

Clerk's outgoing correspondence

- Satswana (DPO) to clarify the potential Data Breach position with regard to meetings being recorded and the recording being distributed.
- Submission of complaint form to Tandridge Monitoring Officer as requested
- Request for noticeboard quotation sent to 3 potential suppliers
- Request for details of Village Voice funding – no exact figures received yet but confirmation that the St John congregation make up for a shortfall in income
- Request to Tandridge Planning Officers to accept DPC comments after 24 day window has expired
- Responded to New Farthingdale resident asking for details of parking issues – response forwarded
- Responses to NP objections, Village Store and Station Field

Other Matters

- Interim internal audit has taken place and report received back – to be considered later in this meeting.
- Salt bins have all been replenished.
- Cllr Roux and I met to draft an updated grants and donations policy
 - Distinguish between grants and donations
 - Remove the phrase “annual budget cannot be exceeded”
 - Amend the application form to highlight information needed to support an application and what actions are required after being successful and receiving a grant.
 - Amend the application form to clarify the position and authority of the applicant in relation to the potential beneficiary.
 - Amend the application form to indicate the maximum grant award
- The Village Voice is currently a 2 month edition December/January so next content will be required c16th January 2026

My focus for the next month will be:

- Following up FOI requests with Tandridge DC and Environment Agency – Little Farindons
- Finalise budget
- Standing Order, Financial Regulations – Review – what's standard and what's DPC
- Opening new bank account(s)

5.2 Local Councillors

Cllr Richard Dandy – Parking on the High Street, particularly just south of the Newhache grass area (up the High Street towards the village store), is a nuisance blocking sight lines for residents exiting from Newhache. The Council requested that the Clerk contact Cllr Lesley Steeds to request Surrey Highway's recommendations as to how parking could be better controlled. It was noted that parked cars do slow the traffic on the High Street - **Action**

Cllr David Bright – Nothing to report.

Cllr Hilary Taylor – The VAS on Plough Road, outside the War Memorial Hall, is now in situ but does not appear to be wired up to work.

Would like to set a date for the next Litter Pick – suggested Sunday 26th April 2026 – Clerk to add to January agenda.

Cllr Liz Lockwood – Tandridge District Council still have money in their CIL reserve and Cllr Lockwood suggested that seeking funds to augment the playground refurbishment would be a good use of these funds and an application should be made.

Cllr Keith Coleman – There are free trees available at Surrey CC recycling centres.

Banking protection limits have been increased to cover £120,000 deposited from £85,000

Cllr Cheryl Roux – Nothing to report.

5.3 District Cllr Sir Nicholas White – Government has confirmed structure will be two unitary councils (West and East Surrey) but uncertain if there will be a Mayor. There will only be 2 Councillors per region meaning that each Councillor will be looking after c8,000 residents, which is a concern.

There is a lot of scam building repairs being carried out currently. We need to raise awareness with the Public. Please can we add this to the website and the noticeboard - **Action**

Tandridge District Council Strategy and Resources Committee have approved the transfer of the Tennis Courts to Dormansland Tennis Club.

District Cllr O’Riordan – A good rule of thumb for Parish Councils to bear in mind when considering taking on an asset is “Can the land be built on?”. If the answer is “no” then the asset purchase is unlikely to be necessary.

6. Accounts & Finance

- 6.1 RFO reported on activity since last meeting – All receipts and payments up to and including the 30th November 2025 recorded.
- 6.2 Receipts and payments statement 30th November v Annual Budget circulated – **reviewed**
- 6.3 Receipts **since** last report

Account	Date	Detail	Value
HSBC BM	31/10/25	HSBC – October Interest	£95.43

6.4 Payments made since last report – **Approved**

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	05/11/25	DD	O2 – October	INV26/69	£10.92	£9.10	£1.82
Unity Curr	12/11/25	BACS	Lingfield Parish Council – Allotment charges 2025	INV26/72	£1,214.27	£1,214.27	No VAT
Unity Curr	12/11/25	BACS	Royal British Legion – Poppy Appeal – Wreath	INV26/75	£20.00	£16.67	£3.33
Unity Curr	12/11/25	BACS	St John The Evangelist Church – Contribution to church yard maintenance	INV26/76	£2,000.00	£2,000.00	No VAT
Unity Curr	12/11/25	BACS	Weed Management Ltd – Weed spraying	INV26/73	£1,177.30	£981.08	£196.22
Unity Curr	12/11/25	BACS	Adam Neill – Wilderwick cut	INV26/74	£183.00	£183.00	No VAT
Unity Curr	19/11/25	BACS	David Bright – Bulbs, compost for planters and tape for trees	INV26/77	£84.08	£80.55	£3.53
Unity Curr	24/11/25	DD	Lloyds Bank – debit card monthly fee	INV 26/79	£3.00	£3.00	No VAT
Unity Curr	25/11/25	BACS	Foxhole Farm – Clutterbacks – Salt Bin replenishment	INV 26/78	£672.00	£560.00	£112.00
Unity Curr	28/11/25	BACS	Steven Rees – Clerk’s wage November 2025 – Gross £1,101.00 + £26.00 WFH less Tax/NI/Pension Contribution deduction £68.28	Payslip 10/25	£1,058.72	£1,058.72	-
Unity Curr	30/11/25	DD	Unity Bank – Monthly Fees	INV 26/71	£6.00	£6.00	No VAT

6.5 Invoices and future payments - **Approved**

Ref	Supplier	Detail	Gross	Net	VAT
Pension 11/25	NEST	Pension deductions and Contributions Nov 2025 (EE’s £44.04 net, ER’s £55.05)	£99.09	£99.09	-
INV26/80	Mulberry Local Authority Services	Interim Internal Audit	£292.50	£243.75	£48.75
INV26/81	DM Payroll Services	Payroll services Oct 2025 – March 2026	£79.20	£66.00	£13.20

Ref	Supplier	Detail	Gross	Net	VAT
INV26/82	rCOH Ltd	Neighbourhood Plan Regulation 14 review and advise	£1,596.00	£1,330.00	£266.00
INV26/83	Vision ICT Ltd	Email hosting February 2026 – January 2027	£168.00	£140.00	£28.00

6.6 Transfers between accounts since last Report

Date	From	To	Value
11/11/25	Unity Saving	Unity Current	£3,800.00
12/11/25	Unity Saving	Unity Current	£1,500.00
25/11/25	Unity Saving	Unity Current	£1,000.00

- 6.7 Review and approve the renewal of the payroll contract with DM Payroll Services from April 2026 – costs remain the same at £66.00 (plus VAT) per 6 months of service - £132.00 per annum.-
Approved

- 6.8 Bank statements and reconciliations to 30th November 2025 to be tabled – **reviewed and signed**

Balances at 28th November 2025:

Unity Bank – Current Account £1,689.19

Unity Bank – Instant Access Savings Account £77,853.88

HSBC BMM Account £75,949.33

7. External Audit – Formal review and approval

To formally review and record approval of the PKF External Audit report on the Council year to March 31st 2025 – **Reviewed and approved**

8. Interim Internal Audit 2025- 26

To formally review and approve the Mulberry Local Authority Services Ltd Interim Internal Audit report. It was also noted that the Auditor requested that the Clerk post supporting documentation alongside the agenda – **Reviewed and approved and points carried forward noted.**

9. Neighbourhood Plan

Cllr Bright reported that the Neighbourhood Plan Working Group met on 25th November and had taken onboard resident's comments. On track to bring final documentation to the Council Meeting on 7th January 2026. Clerk has sent replies to the owners of the Village Store and Station Field who objected to parts of the draft Neighbourhood Plan. Have still got to send a "Thank you" response to all other commentators advising of the next steps. The Consultants have pointed out that section DNP7 covering the War Memorial Hall is now superfluous and covered by DNP8. Agreed to remove the wording but leave the DNP7 bullet point in with a note that the section is now covered by DNP8. Still need to reply to Hill House comment. Cllr Lockwood to draft a Consultation Statement. Consultants will draft the Statement of Conditions. If all approved at next Council meeting the document will be handed over to Tandridge DC. **Action – Cllr Lockwood / Clerk**

10. Tandridge DC – Asset Transfer

Cllr Coleman reported that we had received an estimated cost for legal fees (£2,000 + VAT) due to the Recreation Ground being "Field in Trust" status and has Charity Commission requirements. If any further due diligence is required to be performed by Tandridge DC a further cost (£150.00 + VAT) would be incurred by the Parish. Cllr Taylor - given the guidance received by District Cllr O'Riordan, recorded earlier, and the risks involved, should we now remove our interest in taking on the Recreation Ground? How would this impact upon the public toilets? Cllr Dandy – We need to protect our assets. Cllr Coleman – The Recreation Ground is unlikely to be maintained to the current standards and the toilets do not have to be provided so we are likely to lose them if we rely upon the new East Surrey Unitary Authority to provide them. Further information is required in

terms of maintenance costs and insurance costs. Cllr Lockwood – Toilets will be refurbished in 2026, prior to the demise of Tandridge District Council **Action – Clerk to contact Tandridge DC / Zurich Insurance to ask for costs of insurance and upkeep for the Recreation Ground and Toilets.**

11. **Review and approve Grant Applications – 2025-2026 second tranche**
 - 11a SAMS Therapy - £750 – **Clerk to ask for further details specific to Dormansland**
 - 11b Dormansland Primary School PTA - £1,000 - **Approved**
 - 11c Dormansland War Memorial Hall Trustees - £1,000 - **Approved**
 - 11d Dormansland Carnival - £450 – **Declined, advise to re-apply next year when it's known if Carnival going ahead**
12. **Bus shelters painting and tree maintenance quotations**
 - 12.1 Councillors to consider and approve quote from Adam Neill to repaint Plough Road bus shelter (£210) and overpaint graffiti in shelter opposite church (£25) and material (£60) – Total £295 - **Approved**
 - 12.2 Mulching of the 74 young trees in need of annual maintenance – (Material £300, Labour £210) – Total £510 - **Approved**
13. **Playground refurbishment update**

Cllr Taylor updated on the current funding position. So far a firm commitment of £100,000 from Tandridge DC, £30,000 from Surrey CC secured by Cllr Steeds and £10,000 committed by Dormansland Parish Council. A further £60,000 had been applied for by Tandridge DC from the Matthew Good Foundation and Cllr Taylor requested that Dormansland Parish Council commit a further £25,000. If all of this funding was secured ,then a budget of £225,000 was available for the refurbishment. Tandridge DC are keen to push ahead with the project and would cut the work/equipment to available funds. Concerns were expressed that the size of the hard surface area would be a casualty of the cutbacks, and this was felt to be an issue. Cllr Taylor would inform Tandridge that Dormansland Parish Council are supportive of the project, but have requested that possible CIL funding be investigated prior to asking for revised quotations and the Parish Council possibly committing more funds.
14. **Royal Garden Party – Nomination to attend**

It was agreed, due to length of service, that Cllr Dandy be nominated to attend. Clerk to draft 50 word nomination to SALC – **Action Clerk**
15. **Approve Budget 2026-2027**

The budget for the Council year April 2026 to March 2027 was discussed. Further to the budget setting meeting (26th November) it was agreed to pay £500 for the Village Voice pages next year and that the replacement noticeboard should be purchased in the current year. A finalised budget was approved resulting in a Precept of £58,000 (2025–26 £57,400).
16. **Dates for Meetings April 2026 – March 2027**

Dates for next year's meeting were circulated and approved subject to a Planning Meeting being added on the first Wednesday of August 2026.
17. **Dates of next meeting**
 - 17.1 Full Council Meeting – Wednesday 7th January 2026 – 6.30pm – Dormansland Baptist Church Hall
 - 17.2 Planning Meeting – Wednesday 7th January 2026– 6.00pm – Dormansland Baptist Church Hall

Meeting closed to the Public at 21.00

18. **Meeting Procedures and Training**

The closed meeting discussed the Councils management of meetings and the interaction with Public wanting to make comment. The Clerk was asked to redraft the agendas to include guidance

to better manage and control the Public actions during meetings. Adherence to this guidance should not require further training for Councillors - **Clerk Action**

Signed:

(Acting Chair)

Date

DRAFT